



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
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SECNAVINST 5580.4

NCIS

25 Sep 18

SECNAV INSTRUCTION 5580.4

From: Secretary of the Navy

Subj: NAVAL CRIMINAL INVESTIGATIVE SERVICE TIPS PROGRAM

Ref: (a) SECNAVINST 5430.107
(b) DoD Instruction 7050.01 of 17 October 2017
(c) SECNAVINST 5370.5B
(d) SECNAVINST 5370.7D
(e) SECNAVINST 5430.57G
(f) SECNAVINST 5430.92C
(g) DoD Instruction 6495.02 of 24 May 2017
(h) SECNAVINST 1752.4C
(i) OPNAVINST 1752.1C
(j) MCO 1752.5B

1. Purpose. To establish policy and assign authorities and responsibilities for incorporating the Naval Criminal Investigative Service (NCIS) Tips Program within the Department of the Navy (DON). This instruction is new and should be read in its entirety.

2. Background

a. Timely access to information directly correlates with the ability of the NCIS to detect, identify, and neutralize criminal, foreign intelligence, and terrorist threats to the DON's operational readiness, lethality, and competitive advantage. NCIS Tips Program provides a means for military members, dependents, DON civilians, DON contractors, and non-DON civilians to report information related to criminal (including but not limited to fraud), foreign intelligence, and terrorist threats to the DON.

b. NCIS Tips Program serves two mutually supporting functions: enhancing the reporting of law enforcement information and supporting ongoing investigations. NCIS Tips Program enhances reporting by reducing potential barriers or delays that may otherwise preclude timely reporting of law

enforcement information to NCIS. NCIS Tips Program enables individuals to provide law enforcement information to the NCIS in a secure, timely, and confidential manner, either anonymously or by attribution. NCIS Tips Program supports ongoing investigations by providing an additional mechanism for NCIS to enlist the assistance of the public to seek out additional information pertaining to a specific investigation. Public awareness of the NCIS Tips Program increases the effectiveness of both functions.

3. Applicability. This instruction applies to the Office of the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps, and all U.S. Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

4. Policy. It is DON policy that:

a. Per reference (a), NCIS will administer NCIS Tips Program to facilitate the timely reporting of law enforcement information regarding ongoing or emerging criminal (including but not limited to fraud), foreign intelligence, and terrorist activity that could impact the DON.

(1) NCIS Tips Program will enable individuals to provide law enforcement information to NCIS in a secure, timely, and confidential manner.

(2) NCIS will establish procedures to ensure secure, rapid referral of information to the Naval Inspector General or the Inspector General of the Department of Defense, in accordance with references (b) through (j) and other relevant policy.

b. DON activities will promote the widest dissemination of NCIS Tips among military members, spouses, employees, contractors, and other non-DON civilians;

c. NCIS may provide a monetary reward for information that leads to a specific outcome such as an arrest/apprehension or conviction;

d. All DON organizations will have a link to NCIS Tips Program placed on the home page of all public facing and internal (i.e., intranet) DON websites;

e. All DON organizations will display NCIS Tips Program posters on read boards and in common areas; and

f. ASN (RD&A) will take the necessary steps to ensure all companies contracted by DON will place a link to NCIS Tips Program on their intranet homepage, and will display NCIS Tips posters in common areas.

5. Responsibilities. Within NCIS, the Deputy Assistant Director of Investigations and Operations is responsible for the oversight and management of the NCIS Tips Program.

6. Dissemination. This instruction requires widest dissemination of the NCIS Tips Program within the DON. To assist in this effort, NCIS has developed print material, which can be obtained from NCIS Headquarters or any subordinate NCIS field office. The following hyperlink will be used for all websites: <http://www.ncis.navy.mil/Pages/NCISTips.aspx>

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD)portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.



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